

**IN ALL CASES, THE FOLLOWING DOCUMENTS ARE REQUIRED AND MUST BE PROVIDED IN PERSON AT THE TIME OF THE REQUEST FOR RELEASE:**

1. Your valid driver's license
2. Current insurance for the impounded vehicle
3. Current and valid registration on the impounded vehicle.
4. Administrative payment of \$150.00 in the form of CASH, CREDIT CARD, or MONEY ORDER made out to *THE CITY OF GOODYEAR*.
5. The pink or yellow copy of the NOTICE OF 30 DAY IMPOUND/VEHICLE TOW, or the Incident # (2013-00000).
6. If you are the spouse, and not listed on the registration, you must provide a certified copy of your marriage license.
7. If you were required to have an ignition interlock device installed, you must have paperwork from the company showing it was installed on the vehicle which is currently impounded.
8. Rental car companies must provide a copy of the rental contract, a copy of the title, letterhead authorizing their assigned employee to recover the vehicle on the company's behalf, and a valid driver's license of the assigned employee. The \$150.00 administrative fee is also required.
9. Lien Holders must provide a notarized repossession affidavit and notarized hold harmless letter, a copy of the title, a valid driver's license, and the \$150.00 administrative fee. The employee must also provide credentials showing he/she works for the Lien holder.

**NOTE: Presentation of fraudulent documents is a crime. All documents will be verified, and violators will be prosecuted.**